

PART 2024 - PROPERTY AND SUPPLY

SUBPART C - Request and Control of Forms, Supplies, and Miscellaneous
Services by State and Field Offices

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PART 2024 - PROPERTY AND SUPPLY

Subpart C - Request and Control of Forms, Supplies, and Miscellaneous Services
by State and Field Offices

§ 2024.101 Scope.

This subpart instructs State and field offices how to request and control forms, supplies, and miscellaneous services.

§ 2024.102 Definitions.

Back order. An item normally stocked in the Rural Development warehouse that is temporarily out of stock and that will be shipped (order filled) upon receipt of that item.

Followup. A system of pursuing an initial requisition by supplemental action.

Forms. General administrative, Departmental, Rural Development, and miscellaneous forms stocked in the Rural Development warehouse.
(Revised 06-14-00, PN 320.)

New forms. Forms which are developed for use with new programs or methods.

Other supplies. Office supplies, other than those listed in the Rural Development Forms and Supply Catalog, that must be obtained from the General Services Administration (GSA) Customer Supply Centers (CSCs) through a program known as Quick Ship. This is a mandatory source for routine office supplies not stocked in the Rural Development warehouse.

Publications. Materials such as Procedure Notices (PNs), Instructions, program aids, pamphlets, etc.

Reduced quantity. Items in short supply on which mandatory limits have been placed and reduced quantities have been shipped.

Replacement forms. Forms which have had major revisions. The existing supply of old forms will be recycled.

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Administrative Services
Property and Supply

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(Revision 1)

(12-11-96) PN 270

RD Instruction 2024-C
§ 2024.102 (Con.)

Requests. The automated system allows requests for forms and supplies stored in the warehouse to be submitted as the need arises on Form RD 2024-4, "Requisition for Forms/Supplies/Pamphlets Listed in Rural Development Supply Catalog," or by sending a facsimile to the Rural Development Supply Center. This form, whether faxed or mailed, should include the State/District/County (Office) mail code, ordering office address, and preferably a signature of authorization, contact point, and office phone and fax numbers. (Revised 06-14-00, PN 320.)

Revised forms. Forms which are updated with minor revisions. The supply of old forms will be used until exhausted as instructed by the PN.

Rural Development. The mission area that includes the housing programs formerly under Farmers Home Administration (FmHA), and those programs formerly under the Rural Development Administration, the Agriculture Cooperative Service, and the Rural Electrification Administration.

Rural Development, St. Louis Office. Unless otherwise specified, this refers to the Property, Procurement, and Mail Management Branch (PPMMB), FC-702, Rural Development, St. Louis, Missouri.

Rural Development Supply Center. The order desk for ordering supplies and forms from the Rural Development warehouse. A toll-free number is provided for this service using facsimile machines to access.

State forms. Forms used by a specific State and identified by a State Office abbreviation as part of the prefix to the form number.

Warehouse. The Rural Development warehouse.

Warehouse supplies. Supplies which are stocked in the Rural Development warehouse and for which the warehouse is the preferred primary source of supply.

§ 2024.103 Request and control of stocked items.

(a) Requests for items listed in the Rural Development Forms and Supply Catalog. This catalog has been furnished to each field office and lists the numbers and titles of forms and publications used by all field offices. These forms are stored and issued from the Rural Development warehouse.

(1) Items listed in the catalog may be ordered by facsimile from the Rural Development Supply Center.

(2) Items may also be requested on Form RD 2024-4. Retain a copy for your records.

§2024.103(a) (Con.)

(3) When the order is processed, a copy of Form RD 311-79, "Packing Slip," is enclosed with the shipment and enables the requesting office to ensure all items shipped are received. Items not shipped or adjustments in quantities, etc., are indicated on the form at the time of shipment.

(4) Upon receipt, note any discrepancies in your shipment on Form RD 311-79 and return the form to Rural Development, PPMMB, FC-702. Your order will be reconciled accordingly.

(5) Do not reorder back-ordered items. If items are not received within 45 days, send a copy of Form RD 311-79 to Rural Development, PPMMB, FC-702.

(b) Requests for additional copies of Instructions and Procedure Notices (PNs). These requests should be directed to the Printing Assistant in PPMMB, FC-702A.

(c) Distribution of new and replacement Rural Development forms. New and replacement forms (except State forms) for State and field offices are obtained through general distribution from the Rural Development warehouse. Rural Development, PPMMB, distributes new or replacement forms to all offices when needed. The applicable PN describes the new or replacement form and gives the quantity of the distribution. Do not submit a request for the form when the PN provides for a general distribution until after the distribution has been completed. Any questions regarding the distribution/status of new or replacement forms should be directed to the National Office, Regulations and Paperwork Management Division.

(d) Requests for and control of Form RD 451-1, "Acknowledgment of Cash Payment."

(1) Delivery and custody.

(i) The original and one white copy of Form RD 2024-6, "Notice of Transmittal and Receipt," will be sent to the requestor with Form RD 451-1 from the Rural Development warehouse.

(ii) The green copy of Form RD 2024-6 will be sent to the appropriate State Office to notify them that receipt books have been issued.

(iii) The serial numbers of books being issued are listed on Form RD 2024-6.

(iv) The Field Office Manager (FOM) must verify the numbers listed against the numbers on Form RD 451-1 actually received and record any discrepancies on the original and copy of Form RD 2024-6. Prepare a memo listing the discrepancies and forward it to PPMMB, FC-702, along with a copy of Form RD 2024-6. Also, forward a copy of this information to the State Office.

(v) The FOM will sign the original of Form RD 2024-6 and forward it to the State Office.

(vi) The second white copy of Form RD 2024-6 will be retained in the field office as a file copy.

(vii) The State Office will be responsible for keeping records of receipt books issued to field offices.

(viii) The original of Form RD 2024-6 will be retained in the State Office for 1 fiscal year (FY) after the end of the FY in which all Forms RD 451-1 transmitted by a specific Form RD 2024-6 have been used. The State Office copy mentioned in paragraph (d)(1)(ii) of this section may be discarded once the original is received in the State Office and verified.

(2) Transfer of custody.

(i) When a FOM is moved or leaves Rural Development, State Offices will conduct a complete audit of the unused receipts and will have the incoming FOM acknowledge receipt by signing an informal receipt memorandum. The memorandum must include the date, receipt numbers, and signature of the receiving official. The office keeps the original receipt memorandum. The relieved employee and the State Office receive copies. If the incoming FOM has not reported to the field office when the State Office audits the unused receipts, the Acting FOM or Assistant accepts the receipts by signing a receipt memorandum. The incoming FOM checks the unused receipts and signs a receipt memorandum to accept them. Distribution of the original and copies is the same as previously described.

(ii) When State Office employees responsible for receipts are moved or leave Rural Development, the State Office conducts an audit of the unused receipts. The incoming employee responsible for them signs a receipt memorandum which includes the date, receipt numbers, and signature of receiving official. The State Office keeps the original and the employee being relieved receives a copy.

§2024.103(d) (Con.)

(3) State Office responsibilities.

(i) The State Office issues and accounts for receipts using procedures contained in RD Instructions 1951-A and B.

(ii) If receipts or receipt books are missing, the State Office will investigate. The persons responsible for the receipts must sign an affidavit explaining why they are missing. If the receipts are later found, the State Office will be informed. If the State Office finds no financial irregularities, a statement is given to the employee relieving them of responsibility for the receipts, unless they are subsequently found.

(iii) If the State Office's investigation does not result in a satisfactory explanation for the missing receipts or finds financial irregularities, the procedures contained in RD Instruction 2012-B will be followed.

(iv) The State Office will be responsible for providing instructions regarding the disposition of all excess receipt books (Form RD 451-1).

(e) Inventory and control procedures. Office heads should use all reasonable methods to keep cost of forms and supplies to a minimum. No printed material should be returned to the Rural Development warehouse as postage and handling costs will exceed the value of the forms. Supplies shall be used for official business only. Unofficial use of supplies is cause for disciplinary action.

§2024.104 Request for items not stocked in Rural Development, St. Louis.(a) Requests for supplies through GSA/CSCs (Quick Ship).

(1) The second source of supply is the GSA/CSCs, also known as "Quick Ship." These centers are a mandatory source for all supplies not available from the warehouse. Discrepancies on shipments from the CSCs should be reported to the State Office for appropriate action.

RD Instruction 2024-C
§2024.104(a) (Con.)

(2) Each field office has received a catalog for the CSC in their region. Orders may be called in or sent in on the appropriate GSA request form. (Each CSC has a different requisition form.) Because each State has a supply allocation, follow instructions issued by the State Office for tracking expenditures.

(b) Requests for State forms. To request State forms, use Form RD 2024-9, "Request For Forms, Supplies, Equipment, Or Services," or any equivalent request from the State Office. Prepare an original and two copies, sending the original and one copy to the State Office and retaining the second copy. The State Office will use a copy as a packing slip for the order.

§2024.105 Requests for nameplates.

Nameplates are ordered on a separate Form RD 2024-9 with no other items. A 30-day minimum processing time is required. Nameplates should not be ordered for temporary employees. Send Form RD 2024-9 directly to Rural Development, PPMMB, St. Louis, FC-702A.

§2024.106 Purchase of stamps.

State Offices are responsible for purchasing special purpose stamps (i.e., address or any stamp not stocked in the warehouse) for offices under their jurisdiction. Note: The purchase of signature stamps is not authorized since all documents require an original signature.

§2024.107 Miscellaneous services.

(a) Post Office Box rental. Post Office Box rental may be authorized for offices which do not receive regular mail delivery by 11 a.m. Offices may request Post Office Box rental from the State Office. When renting or renewing a Post Office Box, an annual payment period ending September 30 should be requested. Postal regulations require Post Office Box rental be paid in advance unless the payment period is annual and coincides with the beginning of the fiscal year (see Domestic Mail Manual D4.12 and contact the local postmaster for instructions.)

(b) Night depository service.

(1) Requests for night depository services. Federal regulations do not permit advance payment for night depository service. Only payments in arrears are allowed.

(2) Deposit for bags and keys. Rural Development cannot make deposits for night depository bags and keys. The FOM can request that the bank waive the deposit or the bags and keys can be purchased.

(c) Two types of forms are available to request borrower name and address labels. Field offices may request self adhesive borrower name and address labels for mass mailings to borrowers of items such as newsletters, notifications of office relocations, etc. Choose the appropriate form based on the program type applicable. Field offices are discouraged from ordering these labels for other than mass mailings. (Revised 06-14-00, PN 320.)

(1) To obtain labels for programs other than Direct Single Family Housing; that is for all Program Loan Accounting System (PLAS) and Automated Multi-Family Housing (AMAS) programs, field offices should:

- (i) Make a copy of Exhibit A of this Instruction,
- (ii) Prepare Exhibit A of this Instruction in accordance with the instructions contained in the exhibit.
- (iii) Mail the completed Exhibit A of this Instruction and a copy to the address listed in the exhibit, or fax as instructed on the exhibit.

(2) To obtain labels for Direct Single Family Housing program (prevision fund codes 36, 37, 46, 47) serviced by the Centralized Servicing Center field offices should:

- (i) Make a copy of Exhibit B of this Instruction,
- (ii) Prepare Exhibit B of this Instruction in accordance with the instructions contained in the exhibit.
- (iii) Mail the completed Exhibit B of this Instruction and a copy to the address listed in the exhibit, or fax as instructed on the exhibit.

(d) Requests for other services and supplies. To obtain items not listed in this subpart, field offices should consult with their respective State Office.

§§ 2024.108 - 2024.150 [Reserved]

Attachments: Exhibits A and B

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REQUEST FOR BORROWER NAME AND ADDRESS LABELS

1. DATE OF REQUEST	2. REQUESTOR'S NAME	3. TELEPHONE NUMBER () -
4. NUMBER OF SETS	5. MAIL CODE	6. ATTN:

7. BASIS OF SELECTION: (READ INSTRUCTIONS to exhibit before completing)

☐ Rural Development Geographic

☐ Rural Development Mail Code

8. STATE CODE: __|__

9. BORROWER LOCATION:

County/District __|__|__ __|__|__ __|__|__ __|__|__ __|__|__ __|__|__

OR ☐ All Counties (For State Office Use Only)

10. PROGRAM LOAN ACCOUNTING SYSTEM (PLAS) BORROWER LABELS ONLY:

SPECIFIC FUND CODE(S) __|__ __|__ __|__ __|__ __|__ __|__

OR ☐ ALL RURAL DEVELOPMENT (08, 51, 52, 53, 54, 55, 56, 61, 64, 71, 72, 73, 77, 78, 79, 91, 92, 93, 97)

11. AUTOMATED MULTI-FAMILY HOUSING ACCOUNTING SYSTEM (AMAS) Labels Only:

☐ AMAS BORROWER ADDRESS LABELS (69, 83, 84, 89)

OR ☐ AMAS PROJECT ADDRESS LABELS (69, 83, 84, 89)

COMPLETE TWO COPIES OF
THIS PAGE AND MAIL TO:

Rural Development Mission Support Division
1520 Market Street, Mail Code: FC-353A
St. Louis, MO 63103-2620

OR FAX TO: 314-539-6214 OR
314-539-2765

FINANCE OFFICE OPERATIONS AND SCHEDULING BRANCH: 314-539-2474

INSTRUCTIONS:

1. Enter today's date.
2. Enter your name.
3. Enter your telephone number, including area code.
4. Enter the number of sets of labels you want, with a limit of three.
5. Enter the office mail code where you want the labels sent.
6. Enter name of the person who is to receive the labels in your office.
7. BASIS OF SELECTION: (must select only one)

MAIL CODE - Rural Development

Rural Development Mail Code **MUST** be used when requesting AMAS address labels. Selecting by MAIL CODE is optional for PLAS label requests.

Selecting by MAIL CODE, produces name and address labels by servicing office mail code location. Requests will include borrowers from other states, districts, or counties who are being serviced by that office.

GEOGRAPHIC - Rural Development

NOTE: This option may not be used to request AMAS labels.
AMAS labels must be requested by Rural Development MAIL CODE.

GEOGRAPHIC selects borrowers based on the location of the state and geographic county location, as shown in the three-digit county code of the borrower case number. By selecting labels based on geographic code, labels will be produced for all borrowers within that geographic area.

8. Enter the two-digit state code. In the case of multi-coded states (e.g., Texas = 49, 50, 51) or states servicing loans from other states (e.g., Rhode Island = 45 services areas of Massachusetts = 25), a separate request must be completed for each state code.

9. BORROWER LOCATION:

PLAS Requests: Enter the last three digits of the servicing office MAIL CODE or the three-digit GEOGRAPHIC county code based on the selection criteria indicated in item 7.

AMAS Requests: Enter the three-digit mail code of the servicing office.

State Office Requests: Only State Offices are permitted to request ALL COUNTIES. This option produces labels for all borrowers in all counties of the requested state code for the fund code(s) specified.

10. PLAS Labels Only: Choose only one option. Either identify the specific fund code(s) of the loans that you want labels for or select a predetermined fund code group by placing an X in the appropriate box.
11. AMAS Labels Only: Labels are generated for all AMAS fund codes. Individual fund codes cannot be ordered.

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Exhibit B is not automated - See Manual